



**EXTENDED SICK LEAVE PROGRAM  
FOR FULL-TIME TERM (ADJUNCT) FACULTY**

**I. Federal/State Program:**

Providence College abides by all requirements of the federal Family and Medical Leave Act (FMLA), the Rhode Island Parental and Family Medical Leave Act, and/or other state law entitlements. Under the federally-mandated FMLA, an employee will be eligible for a Family and Medical Leave of up to 12 weeks if (1) the employee has worked for the College for at least 12 months, and (2) the employee has worked for the College for at least 1,250 hours during the 12 consecutive months before the leave. A qualifying full-time employee may also be eligible for one additional week of leave, once in any two consecutive calendar years, under the state-mandated Rhode Island Parental and Family Medical Leave Act. Approved leaves begin with the first day of absence. The full details of this policy #HR-009 are available in the Office of Human Resources. Providence College reserves the right to obtain appropriate medical certification as needed.

**II. College Program:**

In the event accident or illness renders any full-time member of the Adjunct Faculty temporarily incapable of performing his/her duties, extended sick leave will be granted by the College in accordance with the following plan:

- A. During the first year of service, up to four weeks of sick leave with full pay;
- B. for each subsequent year of service, an additional four weeks of sick leave with full pay will be granted until the total accumulated reaches a maximum of sixteen (16) weeks of paid sick leave.
- C. Sick leave will be deducted based on when classes are in session.
- D. During periods of extended sick leave with pay, the College will continue payment of premiums for medical or dental insurance plan chosen for a period of up to four consecutive months. The faculty member will continue to be responsible for his/her contribution to the medical or dental insurance premiums.
- E. During periods of leaves of absence without pay for reasons of accident or illness, the College will continue payment of its portion of the premiums for medical or dental insurance for up to four months or up to the completion of the current contract if less than four months remain on the current contract; however, such persons will be billed by the College for their share of the medical or dental insurance premiums. Failure to reimburse the College within 30 days may result in the termination of the benefits.

Approved by Fr. Brian Shanley, O.P., President, and endorsed by the  
Committee on Administration--3/27/2007.